

Lynn Hopkins, Chair Anne Eccles Britta McCarthy Paul Ross Robert Warshawer

Tel: (781) 698-4524

Fax: (781) 861-2780

## Information for Applicants for Historic Districts Commission Certificates of Appropriateness

All applicants should review the Lexington Historic District Commissions Application Instructions and Guidelines. The Guidelines are available on line at <a href="http://ci.lexington.ma.us/Historic%20District/hdcguidelines.pdf">http://ci.lexington.ma.us/Historic%20District/hdcguidelines.pdf</a> and from the Office of Community Development. These guidelines explain in detail the purpose, process and priorities of the Historic Districts.

The Commission needs to understand how the proposed project will fit within the existing building and neighborhood. Drawings, photographs, catalogue cuts, samples and the like should demonstrate the appropriateness of the project. A complete submission for an addition or major renovation will include some or all of the following items:

- 1. <u>Elevations and plans</u> of the proposed project, shown in context with the existing building, drawn to scale and with building materials labeled. Drawings of <u>critical exterior design details</u> may be requested. The dimensioned drawings that will be submitted to obtain the building permit are required.
- 2. <u>Site plan</u> showing existing buildings and structures as well as proposed changes.
- 3. Photographs of the existing building and adjacent structures that establish the context for the project. Modified photographs showing how the proposed changes will look are very helpful as well.
- 4. <u>Catalogue cuts</u> of windows, doors, light fixtures, fences and other manufactured products.
- 5. <u>Listing of all proposed exterior materials and colors</u> and locations of same, and where appropriate, <u>samples</u>.

The Commission requires a digital version and 10 copies of the submission for a formal hearing by the application deadline, typically the Friday four weeks before the scheduled hearing. This allows time for abutters to be notified, the hearing to be publicized and commissioners to review the proposal, visit the site and request any additional information prior to the actual hearing. By signing the "Application for a Certificate of Appropriateness" the applicant understands and agrees that, at their convenience, individual Commission members may visit the property to view the areas and details of proposed changes.

Modest modifications, such as a change of paint color or reroofing, will not require all of the documents listed above. Check with the clerk to confirm the level of documentation appropriate for the project.

The initial formal hearing must be published in the Minuteman. The newspaper will bill directly for the cost of this legal notice, approximately \$25.00 to \$40.00, depending on length.

Any violation of a previously issued Certificates of Appropriateness must be remedied before an application for additional work will be accepted.



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Elevations, plans, details

Signature of Applicant:

Catalogue cuts

**DESCRIPTION OF PROJECT:** 

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#### Application for Certificate of Appropriateness and a Formal Hearing Have you visited with the Commission at an Informal Hearing to discuss your project? The Commission requires that applicants with a larger or more complicated project, such as an addition and major renovation, discuss their project with the commission at an informal hearing prior to submitting a formal application. A separate application is available for an informal hearing. Application is hereby made for issuance of a Certificate of Appropriateness for: Addition Alteration Construction Demolition Painting Re-roofing Re-siding Signage ☐ Other ☐ Address: \_Map: \_\_\_\_ Lot: SUBMISSION INCLUDES:

Site plan

Materials list

Photographs

**Lexington Historic Districts Commission** 

Owner:	
Owner's Address:	Telephone:
Applicant (if not owner):	Title:
Applicant's Address:	Telephone:
Applicant's e-mail:	
I certify that I have read the "Lexington Historic and Guidelines" and that I will conform to all an	



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#### LEGAL NOTICE AUTHORIZATION

Please sign and return to Lexington Historic Districts Commission, 1625 Massachusetts Avenue, Lexington, MA 02420 along with completed "Application for Certificate of Appropriateness" and Abutters List.

Date:		
То:	GateHouse Media New England/Con Legal Notice Department	nmunity Newspaper Company
I here	eby authorize GateHouse Media New E	ngland/Community Newspaper Company to bill me
direct	ctly for the legal notice published on	in the Lexington Minuteman
newsj	spaper for a public hearing with the Hist	oric Districts Commission regarding property at
		Signed:
		Print Name:
		Billing Address:
		Phone:
		email:

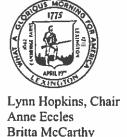


## Town of Lexington

**Clear Form** 

### Request For Certified Abutters List

Request Date		Requestor's Due Date		
To Whom It May Concern:				
I would like to request a Cert	ified Abutters List fo	r the following property:		
Property Addresses:		Tax Map #:	_ Lot # :	Unit #
Other Related Map/Lot#:				
For the purpose of contacting	abutters for:			
Board of Appeals	(Within 300')	OHistorical Dist	rict Commission	(Within 100')
Planning	(Within 300')	Selectmen	(Wit	hin')
Conservation Commission	on (Within 100')	Out of Town	(Wit	hin')
Historical Commission	(Within 100')	OTown Enginee	r (Wit	hin')
Other criteria as follows:  (Ex.  The Certified Abutters List sh  Picked up Please call when  Emailed to  Printed Name	ready #	aber Ext	tween Sugar St and M	aple St. )
Mailing Address		Phone	:	Ext
The source data and the process emp  Signed & Certified, Robert F. Lent  Dept Use:		outters List has been certified by the	Town of Lexingtor	:
Date Processed :	Fee (	Collected:		



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# Paul Ross Robert Warshawer Lexington Historic Districts Commission

## Application for an Informal Hearing

The Commission requires that applicants with larger or more complicated projects, such as additions and major renovation, discuss their projects with the Commission at an informal hearing prior to submitting a formal application.

The applicant w	ould like to informally di	scuss a proposed proje	ct with the Commis	sion.
Addition $\square$	Alteration	Construction $\square$	Demolition $\square$	
Painting	Re-roofing	Re-siding	Signage	Other
Address:			Map:	Lot:
	•		•	
DESCRIPTION	OF PROJECT:			
0				
	SS:			
Applicant (if no	t owner):		Title:	<del></del>
Applicant's Add	lress:		Telephone:	
Applicant's e-ma	ail:			
	ave read the "Lexington F and that I will conform t			Instructions
Signature of Ap	plicant:		Date:	